Permit #:	_	
reiiiiii #.	_	



SIGN PERMIT APPLICATION

♦ Application must be completed in ink. If submitting plans, please provide two copies. ♦
 ♦ Contact Development Services at (912)651-6510 for assistance. ♦
 ♦ Submit your Sign Permit Application via fax (912)651-6543 or in person at 5515 Abercorn Street (31405). ♦

Project Site				
Site Address:PIN:				
Business Name:				
Applicant Name: Email:				
Phone:Valuation of Job (Include Labor, Materials, Profit): \$				
Description of Work				
Complete Description of Work:				
Proposed Work				
□ New Sign/Awning □ Replace Existing Sign/Awning □ Alteration to Existing Sign/Awning				
Type of Sign				
☐ Freestanding/Ground ☐ Fascia/Wall ☐ Announcement: Electronic or Manual (circle one)				
☐ Directory ☐ Projecting ☐ Billboard: Digital or Poster (circle one) with \$250 Application Fee				
□ Non-illuminated □ Internally Illuminated □ Externally Illuminated □ Temporary/Banner: Dates				
Sign Dimensions				
Width =ft. Height =ft. Overall Height =ft. Depth =ft.				
Total Area =sq. ft. Lot Width =ft. Building Width =ft. Wall/Window Projection =ft.				
Freestanding/Ground Sign: Distance from Edge of Sign to Right-of-Way =ft.				
Certificates, Permits and Agreements				
Is this sign within a Historic District? □Yes □No If Yes, has a Certificate of Appropriateness (COA) been issued? □Yes □No				
If Yes, plans must be stamped by the Historic Preservation Officer and a copy of the COA must be provided.				
If No, contact the Historic Preservation Office at (912)651-1440.				
Is the sign within the Right-of-Way? □Yes □No If Yes, provide Encroachment Petition .				
Is the sign within an easement? Yes No If Yes, provide the signed Developer / COS Principal Use Sign Permit Agreement.				
Is an Electronic Announcement Sign proposed? ☐Yes ☐No If Yes, provide the signed Announcement Sign Agreement .				

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#: -



SIGN PERMIT APPLICATION

Sign Contractor						
Company:	Business Phone:					
Contact Name:	_ Cell:	E	mail:			
Electrician						
Liectrician						
Company:	Business Phone:					
Contact Name:	_ Cell:	E	mail:			
Applicant Certification						
I hereby certify that I have answered all of the questions contained herein and know the same to be true and correct. All work performed under this permit must comply with State law and local ordinances. Further, I understand that any permit issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinance.						
Printed Name of Applicant (Not Company Name)	Signa	ture of Applicant		Date		
FOR OFFICE USE ONLY						
Zoning District: Street Type:		Permit Fees: Tota	l Permit: \$			
Zoning Use: Height Allowed: Area Al	lowed:	Due: \$	Paid: \$	Chk/MO#:		
COA Approved: Encroachment Petition:		Rem. Bal.: \$	Rem. Paid: \$	Chk/MO#:		
Plans Poviowed by: Flood: Zoning: Puildir	ag. Life	Cofotuu Eloc	t. Dlumb.	Mach		



Sign, Canopy & Awning Permit Complete Application Checklist

This checklist must be completed and submitted with each permit application. Please check **every** item as either "Y" for items that are included with the application, "N" for items that are <u>not</u> included with the application or "NA" for items that are not applicable to this application. Items without an "N" checkbox are minimum requirements initially due with the application if applicable.

Nec	quii	eu r	orms & Documents			
Y	N	NA				
			Signed Application			
			Complete Application Checklist (This Form)			
			Plan Review Fee Payment			
			Signed Developer / COS Principal Use Sign Permit Agreement (Required if the sign is within an easement)			
			Signed Announcement Sign Agreement (Required if an Electronic Announcement sign)			
			Statement of Special Inspections (If applicable)			
			Two identical sets of legible construction plans (Must be signed & sealed by a registered engineer if a standalone sign over 12' tall)			
All	Rec	quire	ed Additional Approvals			
Y	N	NA				
			Approved Site Development Permit, if applicable. (Required if determined by SPR team)			
			Approved Part 2 Certificate of Appropriateness (COA), if required (Required if located in a designated historic district. Contact the MPC at 912-651-1440 for additional information.)			
			Zoning Board of Appeals (ZBA) decisions or zoning text amendments, if applicable.			
			Approved Encroachment Petitions, if applicable. (Required when any part of the structure, including signs, downspouts, canopies, etc, encroach onto City Right-of-way.)			
Plea	ase n	ote: S	Supplemental information may be required during plan review to address deficiencies.			
STA	ATE	MEN'	T OF APPLICATION COMPLETENESS:			
			e requirements established by Georgia Law Section §8-2-26, I am submitting all documents checked review and approval.			
doci		nts req	ompliance with this law, I am certifying that I understand all of the information and supporting uired for a complete application, and I hereby certify one of the following as it applies to this			
PP] A	ll requ	uired documents are complete and included with this submittal. I understand the City will determine appleteness of this application and notify me of their finding within five business days.			
	th ac	at the	more documents required for a complete submittal are not included with this application. I request City begin the plan review process for this application while the outstanding items are completed. I dedge that the plan review times outlined in Georgia Law Section §8-2-26 will not apply and the cannot be issued until the remaining documents are submitted, reviewed and approved by the City.			
			Signature Printed Name Date			